



# *City of Hollister*

Human Resources

375 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:

COMMUNITY SERVICES OFFICER

\$1,250.00/month

THE CURRENT VACANCY IS PART-TIME/NON-BENEFITED

OPEN CONTINUOUS RECRUITMENT

This is an Open Recruitment. Qualified candidates from the public and qualified career city employees are encouraged to apply. **The current Vacancy is Part-Time, Non-sworn, and Non-benefited.**

The Eligibility List established from this recruitment process may be used to fill future vacancies within the classification or similar classification of Community Services Officer.

**Position:** Under general supervision to perform a wide variety of duties and assignments in support of the Police Department function, including Patrol, which is principally the performance of a variety of routine, non-hazardous municipal law enforcement duties for which sworn personnel are not required; Parking Enforcement; Records; Property and Evidence; Animal Control, which is primarily the performance of animal care and adoption duties, records processing and maintenance and shelter reception; all non-sworn peace officer related duties consistent with the needs of the Police Department. Assignments may be performed under a non-standard work week.

**Qualifications:** Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge skills and abilities would be:

**Training and Education:** Applicant must have successfully completed the equivalent of the Twelfth (12<sup>th</sup>) Grade (GED or High School Graduation). In addition, current enrollment in an accredited college or university is desirable.

**Physical and Other Requirements:** Applicant must be at least 18 years of age and must possess the strength and physical ability necessary to perform the essential functions as defined for this position.

**Licenses & Certificates:** Applicant must possess a valid California Driver's License.

**Examples of Essential Duties:** Responsibilities shall include, but are not limited to, the following:

On assigned shifts, patrols the City for the purpose of enforcing and preventing violations of applicable codes and ordinances; enforces and prevents violations of parking codes and ordinances as well as for the purpose of reporting unsafe conditions, incidents of vandalism, and other related unsafe conditions. Prepares necessary reports and appears in court to present testimony as required. Prepares traffic collision reports, issues warnings and traffic citations, directs traffic and enforces parking regulations. Assists sick or injured citizens until proper medical aid arrives. Renders First Aid and/or Cardiopulmonary Resuscitation (CPR) when necessary. Receives complaints and reports of routine criminal and non-criminal incidents from the public, prepares associated reports. Performs daily liaison duties with the District Attorney's Office and the Court. Delivers and retrieves evidence to the Crime Lab. Assists with crime scene control; receives and identifies evidence and found property and maintains proper control of same; disposes of evidence and found property as directed. Operates various office equipment; enters, records, sorts, files, copies and distributes a wide variety of police records, reports and materials, including memos, letters, reports, complaints, citations, crime reports and traffic collision reports. Operates various computer programs, including word processing, spreadsheets, databases and communications software for the preparation of various reports, records, memos, letters and other materials, both for internal and external distribution. Assists department personnel and the public either directly or by telephone, including retrieving information and files and mailing out requested reports to other criminal justice agencies and the general public in accordance with established regulations. Provides general information regarding department policies, procedures and regulations. Receives lost and found animal reports; assists in locating missing pets; processes adoption of pets at the Animal Shelter. Feeds animals, and provides direct support in the general upkeep and cleanliness of the City's Animal Shelter.

**How to Apply:** An original signed City Employment Application is required at the time of filing and may be obtained at the following address:

**CITY OF HOLLISTER**  
**HUMAN RESOURCES DIVISION**  
**375 FIFTH STREET, HOLLISTER, CA 95023**  
**TELEPHONE: (831) 636-4308**

Applications may be downloaded from the following website:

[www.hollister.ca.gov](http://www.hollister.ca.gov).

Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form. **FAXED APPLICATIONS ARE NOT ACCEPTED.**

**Selection Process:** Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or the Police department. Following the examination process, successful candidates are placed on an employment list. Candidates will be drawn from this list and must submit to and pass a background investigation including a polygraph examination. Candidates receiving a conditional job offer must complete and pass a psychological evaluation and post-offer medical examination and drug screen.

**WRITTEN EXAM:** Testing may occur the Mid part of June 2010.

**Equal Opportunity/Affirmative Action:** The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

**Post-Offer Medical Examination:** Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are requested not to formally resign or give notice to their current employers until the medical exam and drug screen have been completed and passed. All medical records and findings are maintained in a confidential manner.

**NOTE: THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.**

**DATE OF NOTICE:** April 26, 2010

